

NO.
2



NO.
2

MERRILL'S VERTICAL PENMANSHIP



MAYNARD,
MERRILL, &
CO. NEW YORK

SUPPLEMENT-
AL SERIES

SOCIAL
FORMS

BUSINESS
FORMS



Introduction

THE advantages of Vertical Penmanship over the old slanting style, briefly stated, are as follows:

1. Legibility. Good vertical writing is almost as legible as print.

2. Ease of Acquisition. It is easy to teach and easy to learn, as the letters are simple and the pupil will instinctively assume the correct position.

3. Economy. Vertical writing saves time, labor, and materials, because it can be more quickly written, because it does not tire the hand, back, or eyes, and



because it requires less space, therefore less paper and ink.

4. Hygiene. It obviates the dangers of curvature of the spine and defective sight, which medical authorities state are so often the evil results of the old method.

Merrill's Vertical Penmanship has been prepared after long and careful investigation and study on the part of the editors and publishers, with the purpose of making a series of copy books which should possess in the highest degree the advantages above enumerated.

The distinguishing feature of Merrill's Vertical

Penmanship is its extreme simplicity. The writing staff is divided into only three spaces, and all letters, both small and capital, are brought within these three spaces. The advantages of this must be apparent to all. It makes the system easier to teach, it follows more closely the proportions of ordinary type, and produces a style of penmanship having more character and dignity than any other scale.

Every single letter form has been carefully considered, so that it might combine the qualities of grace, legibility, and ease of execution.



After much deliberation, the proportion of 3 in width to 4 in height has been adopted as the basis of capitals and small letters, and the initial and terminal strokes are made to extend one-half space vertically and horizontally—a unique feature greatly simplifying the letters. The 3×4 proportion produces a letter of great beauty, grace, and perfect legibility, and, as compared with the 4×4 letter, shows an economy of space amounting to 33 $\frac{1}{3}$ %. This proportion has been adhered to throughout, except in the case of the capitals H, M, N, U, and Y, where it was found that a more graceful letter was secured by the 4×4 proportion.

Suggestion to the Teacher

See that the pupil sits directly fronting the desk, with the forearms resting lightly on it in an easy attitude. The book should be in front of the body, in such a position that its lower edge is parallel to the edge of the desk. The penholder should be held naturally and easily between the thumb and two fingers. Let the book be pushed up as the writing descends, so that the hand is always at about the same distance from the edge of the

desk. See that the pupil writes deliberately and carefully, and, if a beginner, constantly remind him to take pains that the down strokes in such letters as *i*, *u*, *m*, *t*, *f*, and *g* are vertical and parallel. One of the great advantages of vertical writing is that a child is able to write in an entirely natural, unconstrained position. Bear this in mind, and be careful that the pupils do not attempt to write in the cramped position usual in slant writing.

The heights by great men reached and kept,
Were not attained by sudden flight,
But they, while their companions slept,
Were toiling upward in the night. Longfellow.

The heights by great men reached and kept,
Were not attained by sudden flight,
But they, while their companions slept,
Were toiling upward in the night

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Were not attained by sudden flight,
But they, while thier companions slept,
Were toiling upward in the night.

The heights by great men reached and kept,
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Dr.
1895Monteith, Paine, & Co.
1895

Cr.

Mar. 4	To Mdse.	6	87 50	Feb. 2	By Cash	15	91 12
Apr. 8	" Sundries	9	23 20	May 1	" Mdse.	6	32 41

Dr.
1895

Monteith, Paine, & Co.

Cr.

Mar. 4	To Mdse.	6	87 50	Feb. 2	By Cash	15	91 12
Apr. 8	" Sundries	9	23 20	May 1	" Mdse.	6	32 41

Dr.
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Apr. 8	" Sundries	9	23 20	May 1	" Mdse.	6	32 41

Dr.

Monteith, Paine, & Co.

Cr.

Mar. 4	To Mdse.	6	87 50	Feb. 2	By Cash	15	91 12
Apr. 8	" Sundries	9	23 20	May 1	" Mdse.	6	32 41

Dr.
1898

Monteith, Paine, & Co.

Cr.

Mar. 4	To Mdse.	6	87 50	Feb. 2	By Cash	15	91 12
Apr. 8	" Sundries	9	23 20	May 1	" Mdse.	6	32 41

Dr.
1895

Monteith, Paine, & Co.

Cr.

Mar. 4	To Mdse.	6	87 50	Feb. 2	By Cash	15	91 12
Apr. 8	" Sundries	9	23 20	May	" Mdse.	6	32 41

Dr. Anderson, Victor, & Potter. Cr.

Feb.	4	To Mdse.	143	70	Oct.	8	By Mdse	5	54
Aug.	3	" Interest	36		Sept.	3	" Bills Rec.	17	90 85

Dr. Anderson, Victor, & Potter Cr.

Feb.	4	To Mdse	143	70	Oct.	8	By Mdse	5	54
Aug.	3	" Interest	36		Sept.	3	" Bills Rec.	17	90 80

Dr. Anderson, Victor, & Potter Cr.

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\$495⁰⁰

Richmond, Va., May 11, 1895.

Three months after date I promise to pay to the order of W. F. Williams, Four Hundred and Ninety-five Dollars, value received. H. H. Howell.

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\$120.~

Dayton, Ohio, Aug. 27, 1895.

On demand, for value received, I promise to pay Wm. H. Vincent, or order, One Hundred and Twenty Dollars, with interest. M. C. James.

\$120 ~

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On demand for value received I promise to pay Wm. H. Vincent order, One Hundred and Twenty Dollars, with interest. M. C. James.

No. 341

Mobile, Ala., Nov. 20, 1895.

Citizens National Bank

Pay to the order of U. S. Zimmerman & Co.
Nine Hundred Nine and $\frac{85}{100}$ Dollars.
\$909 $\frac{85}{100}$ Irving X. St. John.

No 341

Mobile, Ala., Nov. 20, 1895.

Citizens National Bank

Pay to the order of U. S. Zimmerman & Co.
Nine Hundred Nine and $\frac{85}{100}$ Dollars.
\$909 $\frac{85}{100}$ Irving X. St. John.

No. 341

Mobile, Ala., Nov. 20, 1895.

Citizens National Bank

Pay to the order of U. S. Zimmerman & Co.
Nine Hundred Nine and $\frac{85}{100}$ Dollars.
\$909 $\frac{85}{100}$ Irving X. St. John.

\$1000.#

Omaha, Neb., Oct. 12, 1895.

At sight pay to the order of W. H. Loomis,
One Thousand Dollars, value received, and
charge to account of Chas. G. Hamlin.

To H. W. Cook, New York.

\$1000#

Omaha, Neb., Oct. 12, 1895

At sight pay to the order of W. H. Loomis,
One Thousand Dollars, value received, and
charge to account of Chas. G. Hamlin.

To H. W. Cook, New York.

\$1000#

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To H. W. Cook, New York.

Dr.

Crane & Shannon.

Cr.

Mch.	1	To Mdse.	2	875	00	Mch.	4	By Cash	3	125	
"	11	" E. Beach	9	96	50	"	18	" Sunds.	8	50	30
"	19	" Cash	11	50	00	"	26	" A. Field	11	90	
"	22	" Bills Pay.	13	84		"	30	" Mdse.	16	116	32

Phelps, Butterfield, & Reynolds,
 Dealers in High Class Musical Instruments.

Forsyth, Thompson, & Young,
 Manufacturers of Iron, Steel, and Copper.

Archibald, Durant, & Elmore, Geneva, New York.

Johnson, Kingman, & Lippincott, Quincy, Ill.

Underwood & Winslow, Burlington, Vt.

Young and Xavier, Zanesville, Ohio.
 Dealers in Bank, Office, and School Furniture.

Dr.

Crane & Shannon

Cr.

Mch	1	Johns	2	875
"	11	S. Beach	9	96.50
"	19	Cash	11	50.00
"	22	Bills Pay	13	84

Mch	4	By Cash	3	125
"	18	Lunds.	8	50.30
"	26	A. Field	11	90
"	30	Moise	16	116.32

Pratt, Butterfield, Reynolds,
Dealers in Highland Musical Instruments
Forsythe, Thompson, & Young,
Manufacturers of Iron, Steel and Copper.

Archibald, Durant, & Elmore, Geneva, New
Johnson, Kingman & Lippincott, Quincy, Ill.
Underwood & Winslow, Burlington, Vt.

Young and Xaver, Zanesville, Ohio.
Dealers in Bank, Office and School Furniture.

New York, Nov. 25, 1895.

Mrs. N. L. Bolton,

To the Misses Lamont, Dr.

To one quarter's tuition for Florence,

Sept. 18th to date, \$15.00

Materials furnished, 3.50 \$18.50

New York Nov. 25, 1895

Mrs. N. L. Bolton

To the Misses Lamont, Dr.

To one quarter's tuition for Florence

Sept. 18th to date \$15.00

Materials furnished, 3.50 \$18.50

New York, Nov. 25, 1895

Mrs. N. L. Bolton

To the Misses Lamont, Dr.

To one quarter's tuition for Florence,

Sept. 18th to date \$15.00

Materials furnished 3.50 \$18.50

Hartford, Conn., July 2, 1895.

Messrs. V. U. Yeaton & Co. will please deliver to Mr. L. D. Henderson, goods to the amount of Fifty Dollars, and charge the same to A. D. Wilt.

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12

Miss Grace B. Martin requests the pleasure
of Miss Hattie L. Wheeler's company on Friday
evening, May tenth, at eight o'clock.

11 Vermont Avenue. Tuesday morning.

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Miss Grace B. Martin requests the pleasure
of Miss Hattie L. Wheeler's company on Friday
evening May 10, at eight o'clock

11 Vermont Avenue. Tuesday morning

Miss Hattie L. Wheeler accepts with pleasure
Miss Grace B. Martin's kind invitation for
Friday evening, May tenth.

141 Hamilton Street. Wednesday, May eighth.

Miss Hattie L. Wheeler accepts with pleasure
Miss Grace B. Martin's kind invitation for
Friday evening, May tenth.

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Friday evening, May tenth.

141 Hamilton Street. Wednesday, May eighth.

Morton, Bliss & Co.
£38,8,6 Stg. New York, May 22, 1895.

On demand of this First of Exchange,
(Second unpaid,) pay to the order of Maynard,
Merrill, & Co., Thirty-eight pounds $\frac{5}{6}$ Sterling,
value received, which charge to account of
Messrs. Morton, Rose & Co. Morton, Bliss & Co.
No. D37096 London.

Morton Bliss & Co.
£38,8,6 Stg. New York, May 22, 1895.

On demand of this first of Exchange,
(Second unpaid,) pay to the order of Manard,
Merrill, & Co., Thirty-eight pounds $\frac{5}{6}$ and ster-
ling, value received, which charge to account
of Messrs Morton, Rose & Co. Morton, Bliss & Co.
No. D37096 London

No. 75

New York, Sept. 2, 1895.

National Park Bank.

Pay to the order of Charles G. Leonard _____
Four Hundred $\frac{00}{100}$ Dollars.
\$400 $\frac{00}{100}$ Oliver, Davis & Co.

No 75

New York, Sept 2, 1895

National Park Bank.

Pay to the order of Charles G. Leonard _____
Four Hundred $\frac{00}{100}$ Dollars.
\$400 $\frac{00}{100}$ Oliver, Davis & Co.

No 75

New York, Sept 2, 1895

National Park Bank.

Pay to the order of Charles G. Leonard _____
Four Hundred $\frac{00}{100}$ Dollars.
\$400 $\frac{00}{100}$ Oliver, Davis & Co.

Chicago, Ill., Oct. 1, 1895.

L. M. Slade,

Bought of Parsons & Co.

Sept.	2	14 lbs. Gran. Sugar	@ 5¢	70
"	"	1 box Laundry Soap		5 16
"	4	5 lbs. Prunes	12¢	60
"	"	4 lbs. Best Butter	28¢	1 12
"	10	1 bbl. Flour		5 25
"	"	3 lbs. J. & M. Coffee mixed	38¢	1 14
"	14	3 doz. Eggs	25¢	75
"	"	2 Brooms	32¢	64
"	21	1 pkg. Cocoa		22
"	"	½ lb. E. B. Tea		40
"	26	6 Lamp l.	10¢	60
"	"	6 Cans Tomatoes.	14¢	84
				17 42
Received Payment,				

Chicago, Ill. Oct. 1, 1895.

L M Slade

Bought of Parsons & Co.

dept. 2	14 lbs Gran sugar	@ 5¢	70
"	1 box Laundry soap		5 16
4	5 lbs Prunes	12¢	60
"	4 lbs Best Butter	28¢	1 12
10	1 Bl. Flour		5 25
"	3 lbs g. & m. coffee mixed	38¢	1 14
14	3 doz. eggs	25¢	75
"	2 brooms	32¢	64
21	1 pkg Cocoa		22
"	1/2 lb. E. B. Tea		40
26	6 Lamp. b.	10¢	60
"	6 cans Tomatoes	14¢	84
			17 42

Received Payment,

Chicago, Ill., Aug. 3, 1895.

Maynard, Merrill, & Co.

43, 45, & 47 East Tenth St.,
New York City.

Gentlemen,

Please ship us at once by West Shore Freight
the following goods:

5000 R.H.K. Graded Lessons,

6000 " Higher Lessons,

200 doz. each number Merrill's Vertical
Copy-books, Stand. Series,

150 doz. each number Merrill's Vertical
Copy-books, Inter. Series,

500 Young's Government Class Book,

300 Anderson's Historical Reader,

500 each Maynard's English Classic Series,
Longfellow's Evangeline,

Emerson's American Scholar and
Grimm's Fairy Tales.

Yours very truly,

Chicago Ill. Aug 3, 1895.

Maynard, Merrill & Co.

22-24 East Tenth Street
New York City.

Gentlemen,

Please ship us at once by West Shore freight
the following goods:

5000 25c Graded Lessons.

6000 " Higher Lessons.

200 doz. each number Merrill's Vertical
Copy-books Stand. series,

150 doz. each number Merrill's Vertical
Copy-books Inter. series,

500 Young's Government Class Book.

300 Anderson's Historical Reader.

500 each Maynard's English Classic Series,
Longfellow's Evangeline,

Emerson's American Scholar and
Grimm's Fairy Tales.

Yours very truly,

743 Albany Av., Brooklyn, N.Y.,
Aug. 28, 1895.

Messrs. X.Y. Zabriskie & Co.,
93 Maiden Lane,
New York City.

Gentlemen, - Learning by advertisement that a clerkship in your house is vacant, I desire to apply for the situation.

I am sixteen years old and am strong and in excellent health. I have just graduated with honor from the Polytechnic Institute, Brooklyn, and I inclose testimonial of my character and standing from the President of that Institution.

If you desire a personal interview, I shall be glad to present myself at your office at such time as you may name.

Very respectfully yours,
Freeman J. Holden.

748 Albany Ave., Brooklyn, N. Y.
Aug 28, 1895

Messrs H. Y. Fabriskis & Co.
93 Maiden Lane,
New York City.

Gentlemen. - Learning by an advertisement that a clerkship in your house is vacant, I wish to apply for the situation.

I am sixteen years old and am strong and in excellent health. I have just graduated with honor from the Polytechnic Institute, Brooklyn, and I inclose testimonial of my character and standing from the President of that institution.

If you desire a personal interview, I shall be glad to myself at your office at such time as you may name.

Very respectfully yours
Truman J. Holden.

148-152 Wall St.,

New York, April 17, 1895.

Ezra Dixon, Esq.,
Altoona, Pa.

Dear Sir: Your telegram of this date instructing us to purchase \$10,000, Mo. K. & J. 1st 4% Mortgage Bonds @ 83 $\frac{1}{8}$ was received at 12 M.

The market has been firm all day and these bonds have not sold for less than 84 $\frac{1}{4}$. We think this upward tendency is only temporary, however, and that we shall be able to secure the bonds at your figures in a day or two.

The \$6,000, Texas and Pac. 1st 5's which you sent us last week to sell at 89 have this day been sold at 90 $\frac{1}{2}$. Herewith we hand you check for the amount due as per statement enclosed.

Respectfully yours,

Smith & Russell.

148~152 Wall St.,

New York, April 17, 1895.

Ezra Dixson, Esq.,
Altoona, Pa.

Dear Sir: Your telegram of this date
instructing us to purchase \$10,000 Mo. K. & T. 1st
4% Mortgage Bonds @ 83 7/8 was received at 12 M.

The market has been firm all day and
these bonds have not sold for less than 84 1/4.
We think this upward tendency is only tempo-
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cure the bonds at your figures in a day or two.

The \$6,000 Texas and Pac. 1st 5% which you
sent us last week to sell at 89 have this day
been sold at 90 1/2. Herewith we hand you
check for the amount due as per statement in-
closed.

Respectfully yours,
Smith & Russell.

The tendency to persevere, to persist in spite of hindrances, discouragements and impossibilities, - it is this that in all things distinguishes the strong soul from the weak. Carlyle.

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MERRILL'S VERTICAL PENMANSHIP
CONDENSED CHART

STANDARD CAPITALS

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

OPTIONAL CAPITALS

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

STANDARD SMALL LETTERS

a b c d e f g h i j k l m
n o p q r s t u v w x y z

OPTIONAL SMALL LETTERS

b f h i j k l r s t u v w x y z
\$ 1 2 3 4 5 6 7 8 9 0 &c

FIGURES

For explanation of this chart see second cover page.

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